

Department of General Services

Emergency Procurement ("EP") Approval Request

Bureau of Procurement

If either of the following two conditions exist, an EP is not required and should not be requested:

1. Material / Service available from DGS statewide contract.
2. Estimated Cost of the Material / Service is within the Small, No-bid Procurement threshold identified in the Procurement Handbook, Part I, Chapter 7.

Agency requests approved to proceed with an emergency procurement under Section 516 of the Commonwealth Procurement Code (62 Pa. C.S. §516).

Requesting Agency Information

Agency/Bureau:	Department of Environmental Protection					
Contact Person:	Bill McDade					
Contact Address:	400 Market Street Harrisburg PA 17101					
Contact Tel#:	717-772-5747					
Contact Email:	wmcdade@pa.gov					
Description Of Material (or) Service (or) IT	Service	Waste water treatment plant pump repairs				
SAP Material Groups:	72154108					
Estimated \$ Amount:	27720					
Length of EP:	90 Days					
Delivery Location:	City	Dagus Mines	State	Pennsylvania	ZipCode	15831

Basis for the Emergency Purchase**Threat to public health, welfare, or safety**

Identify the Threat:	If the pumps are not repaired untreated waste will run into the Bennett Branch Stream killing aquatic life
Provide a brief explanation of the need for the material and/or service:	Treatment plant pumps need services to continue the full operation of the plant. Currently there is one pump down and the other pumps are working beyond their intended capacity.
State the consequence if the procurement is not done on emergency basis:	Additional pumps will breakdown and untreated waste water will be released into the Bennett Branch Stream creating an aquatic life kill

Indicate whether approval
was obtained from DGS.



Yes

If "Yes", provide the following:

a. Name of person granting approval:

Tom DiMartile



No

b. Date of approval:

12-19-14

☐ **Circumstances outside the control of the agency create an urgency of need, which does not permit the delay in using more competitive methods**

NOTE: Verbal approval will not be provided for this basis. Agency cannot proceed with emergency procurement until this form is completed and approved by DGS.

Identify the Circumstances:

**Why are those
circumstances outside of
the control of Agency?**

**Provide a brief explanation
for the urgent need:**

Information Required

For ALL EP's provide the following information:

**Brief description of selection
process:**

solicited the vendor who install the pumps in the plant during the construction

**Full supplier
information
(if known at time of
submission of form)**

Name:

Ram Industrial Repair Shop

Address:

1799 Plank Road Caroltown, PA 15722

Telephone #:

814-691-8251

SAP Vendor#:

436724

Total Amount

For EP's that are NOT a threat to public health, welfare, or safety, provide the following information

**Include a list of the solicited
suppliers, their contact information,
and their quotations:**

**Funds have already been
encumbered for this request
(Yes/No):**



Yes



No

**If applicable, what has been done
previously to procure this
material/service? (Also provide the
previous SAP/SRM PO number
and/or Contract Number)**

NOTE: If any Agency only intends to solicit a quote from one supplier, the following section, "Supplemental Single Source Information" must be completed

Supplemental Single Source Information Required

This section of the EP APPROVAL REQUEST Form is only required to be completed if the following is applicable:

- 1. Category of Emergency is due to "Circumstances outside the control of the agency create an urgency of need, which does not permit the delay in using more competitive methods."***
- 2. It is not practical for the agency to obtain two or more quotes.***

Is only a single supplier capable of providing the material or services? If Yes, please explain. If not applicable, leave blank and respond in the next block.

Explain why it is not practical to obtain two or more quotes for this emergency procurement.

If timing is a factor, what is the time factor and why? If yes, please explain.

Are there compatibility requirements or compliance requirements? If yes, please explain.

NOTE: If the purpose of the emergency procurement is to prevent a lapse in contracted services, one of the following must be checked. Include status of the new contract/purchase and note any special conditions of the emergency procurement.

☐ **To extend a current contract with the current contractor to prevent a lapse in contracted services.**

☐ **To bridge a gap between an expiring contract and a new contract by allowing the new contractor to begin work before the new contract is fully**

☐ **To authorize a supplier, who has been properly selected through one of the methods of award, to begin work before the new contract is fully executed because the agency needs the services immediately and cannot wait until full execution of the**

☒ **If none of the above is applicable, explain how the emergency supplier was selected.**

Contractor that installed the pumps in the plant during construction.

Agency Approvals

IMPORTANT*:The printed names on this form shall constitute the signatures of these individuals. Agencies must insure that these individuals review the completed form and give their consent to apply their printed name on this form. No handwritten signatures shall be required in order for the form to be considered "signed" by those individuals whose names appear in the signature section

Requesting Authority (Agency Head or Designee reviewing and approving this request)

Requesting Authority signature connotes concurrence with the Agency EP request to procure the material and/or service

Title:

Section Chief- Contracts/Procurement

Signature:

William McDade

Date:

12-19-14